

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

ASSISTANT CORRECTIONS UNIT SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions located within adult and juvenile correctional institutions. Positions allocated to this classification function as assistant section/unit managers within adult and juvenile correctional institutions organized under the unit management concept. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work to facilitate the assignment of positions to the appropriate classification through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; license or certification requirements; and other such information.

B. Inclusions

This classification encompasses supervisory positions within the Department of Corrections, Divisions of Adult Institutions and Juvenile Corrections, located within institutions for adult and juvenile offenders. Positions allocated to this classification spend the majority of time providing supervisory assistance to Corrections Unit Supervisors within the institution, functioning as team leader for multi-disciplinary staff and aiding in the implementation of treatment, security and specialized programs. Positions recommend hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate employees.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition of management as defined in s. 111.81(13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.

2. Position which do not meet the statutory definition of supervisor in s. 111.81(19), Wis. Stats.
3. Positions which are, for a majority of time, responsible for supervision of treatment programming and security within a particular unit/section of a correctional institution organized under the unit management concept and more appropriately classified as Corrections Unit Supervisor.
4. Positions which are not located within the Department of Corrections.
5. Positions which are, for a majority of time, engaged in the direct provision of treatment within a particular segment of an institution and more appropriately classified as Treatment Specialist, Social Worker, etc.
6. Positions which are, for a majority of time, engaged in the direct provision of security and/or implementation of treatment plans on a paraprofessional level and are more appropriately classified as Officer 1, 2, 3, Youth Counselor 1, 2, 3 or Client Services Assistant.
7. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

## II. DEFINITION

### ASSISTANT CORRECTIONS UNIT SUPERVISOR

Positions in this classification report to a unit/section manager (i.e., Corrections Unit Supervisor) within an institution for adult or juvenile offenders organized under the unit management concept. Positions function as a team leader/assistant section manager for the multi-disciplinary section staff and are responsible for implementation of the treatment and specialized programs provided to offenders within a section or a unit of the institution; coordination of staff activities within a section; provision of representation for special programs; development and coordination of section staff training; maintenance of staff and offender records and reports and may provide representation of the Corrections Unit Supervisor at assigned functions such as offender disciplinary hearings.

#### Representative Positions :

Racine Correctional Institution: Reports to the Corrections Unit Supervisor with responsibility for supervision and management of the Dane Unit. This position provides direct supervision to staff within one of the sub-units which comprise the Dane Unit.

Ethan Allen School: Reports to the Corrections Unit Supervisor responsible for Bruce Cottage, Draper Cottage and the cultural awareness function within the institution.

Southern Oaks Girls School: Reports to the Corrections Unit Supervisor and is responsible for the supervision of Section 2.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective August 7, 1994 as a result of the Professional Social Services Personnel Management Survey and announced in Bulletin CC/SC-25. This classification was modified to accommodate implementation of the expansion of the broad band pay structure, effective March 12, 2000 and announced in Bulletin CLR/SC-109. This modification merges the Assistant Institution Unit Supervisor class into the Assistant Corrections Unit Supervisor class. The abolishment of the Assistant Institution Unit Supervisor class was also effective March 12, 2000 and announced in Bulletin CLR/SC-109.

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